



About Booz Allen

Booz Allen Hamilton is a leading provider of management and technology consulting services to the US government in defense, intelligence, and civil markets, and to major corporations, institutions, and not-for-profit organizations. Booz Allen is headquartered in McLean, Virginia, employs more than 25,000 people, and had revenue of \$5.59 billion for the 12 months ended March 31, 2011. (NYSE: BAH)

For more information contact

Warren Kruse

Principal
 kruse_warren@bah.com
 732/936-3732

George A. Wade, Sr.

Senior Associate
 wade_george@bah.com
 732/936-3715

www.boozallen.com

eDiscovery Strategy, Management, and Services

Electronic Discovery (eDiscovery) presents a significant challenge in today's era of massive storage requirements, distributed IT, and growing utilization of cloud-based resources. It is becoming financially burdensome in the face of legal sanctions and penalties for failing to meet the expectations of courts. Often, organizations view this problem as a single obstacle, when in reality it is one component of a more complex records management (RM) challenge in meeting Federal Rules of Civil Procedure (FRCP) and case law requirements.

Booz Allen Can Help You Be Ready for What's Next

Booz Allen Hamilton, a leading strategy and technology firm, has the necessary experience and knowledge in building and managing successful eDiscovery solutions and litigation support efforts. Our goal as a firm is to ensure that our clients have repeatable, defensible processes and preparedness mechanisms that allow them to meet their requirements. Booz Allen's eDiscovery experts provide you with decades of experience in solution design, optimization, development of cost-effective strategies, and the appropriate application of leading methodologies. We have provided services in complex, high-profile cases for global law firms and corporate law departments, as well as advanced technology-dependent analytic issues.

Our team has extensive experience in the areas of digital forensics, RM, data policy, privacy, and program management, and has a proven record of effective teamwork across the spectrum of information management disciplines to create a defensible, repeatable, and proactive eDiscovery program. Our team is known as a coalition builder, bringing together IT departments, RM, and inside and outside counsel to solve the complex issue of proportional eDiscovery programs.

The Booz Allen Approach and Service Offerings

We understand that no two discovery projects are exactly alike—the same processes are not suitable for every project. Our eDiscovery consultants will help select and apply the most relevant approach to satisfy your needs.

Ready for what's next. www.boozallen.com

Booz | Allen | Hamilton
 delivering results that endure

A representative list of our services includes:

Program Implementation. Our experts develop an integrated eDiscovery methodology that incorporates the necessary governance, policies, plans, and procedures to generate repeatable results, allowing clients to estimate costs and staff requirements accurately. We identify tasks, tools, timing, and the need to incorporate a chain-of-custody rigor. Booz Allen serves as the program manager for program implementation, developing communication plans, data policy, roles, workstreams, and security plans. In addition, we can assist with the development of the technological approach for scanning and retrieving electronically stored information (ESI) on an enterprise level.

Advanced eDiscovery Analytics. Our experience working in the intelligence community in the US government market has allowed us to expand our capabilities in the identification, analysis, and collection of ESI. Not only can we rapidly locate and identify potentially relevant information, but we can apply the latest in technology to accomplish the previously impossible, such as conducting full text indexing of 275 terabytes in 24 hours. In addition, we apply technology that provides link analysis and visualization to the process of discovery in a way that will identify heretofore unknown information regarding custodians and their behavior, relationships, and possible motivations.

Program Compliance, Audit, and Integrity Analysis. Booz Allen conducts the necessary assessment and gap analysis of the current state of eDiscovery, inclusive of the custodian, IT, and RM arenas; compliance with legal hold requirements and identification of spoliation avoidance techniques; and approaches to program improvement, including a crosswalk from policy to program to infrastructure needs, value-based purchasing, and quality measurement. We provide a road map for each domain of eDiscovery.

Systems and Data Scope Definition. Booz Allen works to define the litigation and compliance profile of organizations and the key roles of the custodians. We work with counsel, IT, and business owners to create an organization-wide data map of the IT infrastructure, compliant with Rule 26 of the FRCP. Our process includes the contribution of subject matter experts to provide the appropriate level of detail in the areas of legal, IT, RM, privacy, and information management. We document categories and business life cycles for each role through our due diligence process. Our experts offer concrete strategy options and recommendations based on risk level, cost reduction, volume, and accessibility of data in the identified systems. Finally, Booz Allen provides data storage policies and retention timelines, indicating the systems that store(d) data over time. Discovery search and retrieval capabilities are included, while simultaneously providing legal compliance and appropriate privacy.

Systems and Electronic Data Management Protocol Definition. Booz Allen develops the RM tools and procedures for maintaining email systems, file servers, backup systems and media, desktop/laptop assets (and asset management systems), and other systems repeatedly relevant to litigation. We also provide updates/recommendations to IT disaster recovery and business continuity plans, backup and archival procedures updates, and preservation and litigation hold execution procedures definition. We can also create RM-specific procedures manuals, protocols, and checklists for systems management. In addition, we can create end-user system usage policies and employee event-specific procedures and checklists.

Paper Records Management Protocol Definition. Booz Allen develops configurations and procedures for RM systems, end-user paper document management procedures, file room management procedures, and litigation hold execution procedures. We can incorporate litigation hold execution procedures into end-user guide and file room management guides.

Whether you're managing today's issues or looking beyond the horizon, count on us to help you be ready for what's next.